



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF TELECOMMUNICATIONS MANAGEMENT**

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December 8, 2004

**TELECOMMUNICATIONS INFORMATION NOTICE NUMBER 04-10**

**SUBJECT: Indoor Complex Cable Contract Changes**

The Office of Telecommunications Management (OTM) recently re-bid the Indoor Complex Cable contract. The new contracts became effective on February 5, 2004. The contract vendors are:

AnnRich, Inc.	Contract number 405663
ComNet Services, Inc.	Contract number 405664
Black Box Network Services, Inc.	Contract number 405662

Please make note of the following procedural changes from prior contracts which are included in these new contracts.

- All orders from state agencies using these contracts must come through OTM for processing. No orders are to be sent directly to the vendor.
- All design and engineering for state agency projects using these contracts must be done by the OTM Wire and Cable section. State agencies are not to request or receive design services directly from the contract vendors.
- All invoices resulting from orders placed from these contracts shall come through OTM for review. Once OTM has reviewed the invoices, they will be stamped, dated, and forwarded to the agency for payment. Agencies should not accept or pay invoices sent directly from the vendor without the OTM review.

Please distribute this information to all purchasing, telecommunications, and information technology staff.

All questions about this notice should be directed to Kirk Arnold with the OTM Wire and Cable section at 225-342-7730 or [kirk.arnold@la.gov](mailto:kirk.arnold@la.gov).